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Security Information

MEET-5  
OTR Staff  
Meetings

## CONFIDENTIAL

### A G E N D A

#### OTR STAFF MEETING

T u e s d a y

8 Dec 53

Document No. 002

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

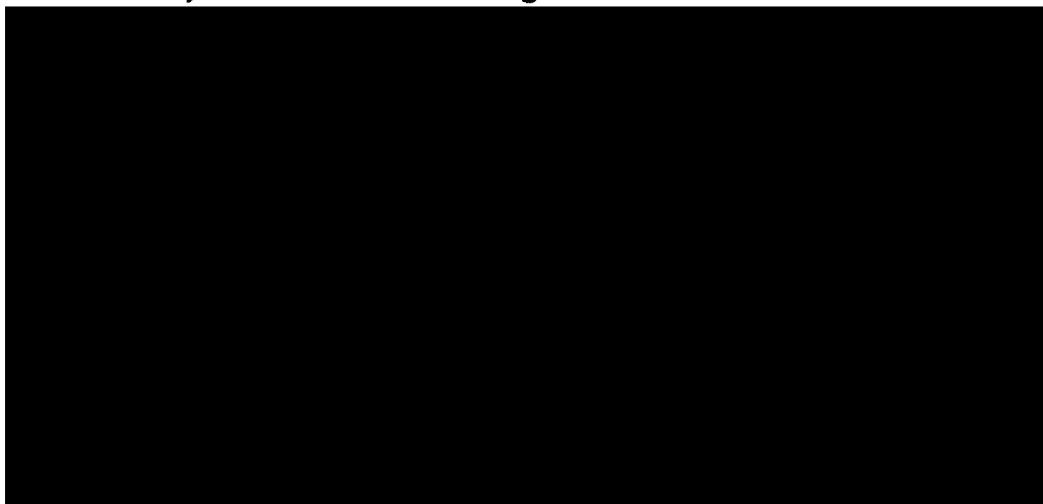
Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 022

#### Attendance:

Mr. Baird, Director of Training

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#### Introductory Remarks - Mr. Baird:

- a. Mr. Baird opened the meeting by making reference to the current resources program which is being conducted by [REDACTED] for senior personnel in CIA. One of the significant things [REDACTED] has discussed with this group has been the lack of communication between organizational heads and their subordinates, and laterally between the various components within CIA. The Office of Training (OTR) Staff Meetings will serve as a means for improving this communication within the Office. Mr. Baird stated that the staff meetings would begin promptly at 1000 hours on each alternate Tuesday and last for one hour. The [REDACTED] first portion of the meeting would be devoted to a formal agenda and following the discussion of agenda items an opportunity would be afforded each member present to raise problems which justify group consideration.

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- b. Mr. Baird announced the human resources program which [REDACTED] would run for clerical personnel on 21, 22 and 23 Dec 53. Applications for participation in this program are to be made to [REDACTED] extension 2761. On the first day the program will last for a half-hour; on the two succeeding days, for one and one-half hours.
- c. Mr. Baird asked that employees of the Office of Training advise him by written memorandum of any close relationship which they had with members of the House of Representatives or the Senate. The provision of this information is in response to a request made by D/CI.
- d. Duty officers designated for Saturday schedules during the Christmas holidays will insure that they know how to reach [REDACTED]. All matters pertaining to [REDACTED] will be initially referred to Mr. [REDACTED] for guidance.
- e. All division and staff chiefs were requested to insure that papers prepared for signature or action by DD/CI, D/TR or DD/TR contain specific recommendations as to the action desired, and in the preparation of memoranda for signature by D/TR or DD/TR care should be taken to insure that the memoranda are in acceptable form.
- f. It was announced for the first time that the Central Intelligence Agency has been requested to provide attendance at high level international conferences and Mr. Amory, office of D/CI, has been designated as the representative.
- g. Mr. Dulles has announced his intention to visit on an informal basis the various components of CIA. It is anticipated that at least two days' notice will be granted before his visit occurs. Each member of the meeting was requested to advise the D/TR's office of any event taking place in the Office of Training which could be considered of interest to D/CI. As an example, the country fair of intelligence production was suggested.

Discussion of Agenda Items:

1. Promotion Panels

Announcement was made of the formulation of two promotion panels: one to screen all OTR recommendations for promotion of clerical personnel, and the other to screen promotion recommendations of junior officers through GS-12. It was stated that D/TR desires that a member of the OTR Career Service Board be included on each of these panels.

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2.

[REDACTED],  
in brief points of interest which were discussed with representatives  
of IG.

3. Lesson Plans

It was agreed that a progress report will be rendered on the  
preparation of lesson plans at the 22 December meeting.  
was directed to discuss the lesson plan program with Mr. [REDACTED]

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4. Status of OTR Publications

[REDACTED] gave a report on the status of OTR publications and it  
was established that 4 January would be the deadline for comments  
on the OTR catalogue. These comments are to be incorporated in  
the revision of this catalogue prior to its re-issuance. It was also  
indicated that additional sections would be developed for those  
programs in OTR not now fully covered.

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5. Evaluation

Chief, A & E Staff, issued a new draft of OTR regulation dealing  
with establishment of policy, program, responsibilities, and procedures  
for training evaluations. Interested staff and division chiefs were  
requested to come to the 22 December meeting prepared to offer  
comments on this regulation and also on the memorandum for all division  
chiefs, chief instructors and instructors, subject "Form and Content  
of Training Evaluation Reports."

6. Christmas Party, 23 December

[REDACTED] discussed preparations being made for the Christmas  
party on 23 December and it was agreed by those present at the  
meeting that staff and division chiefs should notify the Admin Officer  
by 15 December how many of their personnel expect to attend. The cost  
of this party will be defrayed on the following basis:

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Employees GS-15 and above	- \$2.00 each
" GS-12 to GS-14	- 1.50 each
" GS-7 to GS-11	- 1.00 each
" GS-4 to GS-6	- .50 each